

MSU
Academic Affairs Council
July 11, 2007
Agenda

1. Review of June AAC report
2. IVN Studio-Gary
3. Foundations of Excellence-Gary
4. Monthly Budget Reports-Gary
5. Enrollment Services Update-Gary
6. Yueh-Ting farewell reception (8/1/07; 10-11am; Aleshire Lobby)-Gary
7. Cross Cultural Solutions Service Learning-Libby
8. Impact of enrollment verification and midterm deficiencies on returned funds-Dale
9. Enrollment Numbers-John
10. CONNECT Sessions-John
11. Area reports
12. Other

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Present:

Sheila, Libby, John, Linda, JoAnn, Julie Keller (for Kris), Bryce, Neil, Teresa, Yueh-Ting

Review of June AAC report: John will report back on correct CONNECT numbers. No other changes suggested.

IVN Studio-Gary : working towards relocating the current studio in the Prairie room to where the MSU-Bottineau office is currently located. MSU-B will then be relocating.

Academic faculty fellows: an idea being pondered. A chance for faculty to get a taste of administration, etc;

Foundations of Excellence-Gary: John Gardner (30 years experience) is our contact there. Our application has been accepted. Dick Jenkins, John Girard, Gary Rabe, David Fuller, Pat Hubel, and Bethany Andreasen will be attending a kick off meeting in NC August 6th-8th. A July 17th webinar is also scheduled. Feel free to visit their website at fyfoundations.org to learn more.

Monthly Budget Reports-Gary: The new fiscal year has started. Reports should be submitted for each budget by the 15th of the month to the VPAA office. Penny has an Excel template that departments are welcome to use for your budget tracking. Departments are still struggling with getting budget reports from PeopleSoft. The Business Office is sending out monthly budget reports to all departments. Neil commented that this report is not helpful. The VPAA will look at offering budget report training as a mini-session during Convocation.

Enrollment Services Update-Gary: John Girard has accepted the Director of Enrollment Services position. A press release will be forthcoming. Lori Willoughby will oversee the Job Corp Program.

Yueh-Ting farewell reception will be held on August 1 from 10-11 am in the Aleshire Theatre lobby. Please invite your colleagues to attend. A campus invite is forthcoming.

Cross Cultural Solutions -Libby: (brochure and handouts provided)

- Non-profit organization that works in several locations on international service learning projects. Programs offered are Volunteer Abroad, Intern abroad, and Insight Abroad. CCS will come to our campus, free of charge to present the program. Libby will collaborate with the MSU Service Learning group and get their feedback. There were no objections to bringing CCS to campus, but it was suggested to shop around for other companies and compare prices and program options
- The International Programs Office website will have links to other Service Learning resources for students to research study abroad options that fit their interests

Impact of enrollment verification and midterm deficiencies on returned funds-Dale:

- Spring term we targeted about 1000 students for mid-term grades, which work well to test if we could help students who were enrolled in school but were not attending classes. Previous terms we had about 100 students who stopped going to classes and we had to return about \$100,000 to the various Title IV programs. The spring term we lowered the number of students who unofficially withdrew and we lowered the amount of tuition dollars we had to return to the Title IV programs to approximately \$47,000. We anticipate these numbers to continue to decline when we use mid-term grading for all classes
- Students tend to register for more classes than they plan to take (“shop around”) and then fail to drop the classes they decide not to continue with. The enrollment verification has helped eliminate most of this problem, but having faculty submit withdrawals on students who are not attending classes would also be a great benefit
- Deficiency reporting will be implemented as of Fall 2007 Semester

Enrollment Numbers/CONNECT sessions-John:

- Admission numbers are up 5% on transfers, Freshman down 1%, dual credit-down. Registration/orientation numbers will be up due to it being mandatory. Projections are similar to last year. More students are registering face to face than online
- Keep supporting CONNECT sessions. Comments have been good
- Housing requirement-there have been some issues but for the most part it is being accepted
- A total of 452 students have either registered or are signed up for registration. We will need another 175 to be where we were last year
- Three recruiter positions are open. Five candidates have been interviewed all of which are very good. A decision will be made very soon
- E-brochure update: Proofs should arrive back in three weeks for review
- Dr. Rabe thanked everyone for their help with the CONNECT sessions-it is greatly appreciated. We are receiving positive feedback

Area reports

Libby:

- Dept of State has designated MSU is a J1 sponsor. We already have a Spanish teacher who may be coming in on a J1 Visa. Ronnie Walker did a ton of work on this project and she is to be commended. Others involved included Wes Matthews, Stephanie Witwer, and Libby Claerbout

Sheila:

- An Emergency Response Committee has been formed. A Fire Marshall reviewed the committees work and helped make necessary adjustments
- Information Commons Committee: Comprised of Cathy Horvath, Sherry Saltveit, faculty and librarians are working to bring the Commons to reality without spending money. IT is working on the technology pieces. The main library floor will be the “noisy” floor and the other floors the quiet ones. Plasma screens will be placed behind the help desk and in the Student Union to display campus activities; a television in the Commons will be tuned into CNN/FOX News, etc to keep our students up-to-date on world news and events

Teresa:

- Fair booth will be staffed within the next few days
- A photo shoot is scheduled for July 27th from 9-noon. Send any names to Teresa and she will contact them. The Marketing Exec committee is preparing a proposal for President's Staff on contracting a photographer for the upcoming academic year
- Golf tours have been successful
- Campus Calendar: Please input your information into this calendar. This helps everyone know what is going on for planning
- Linda and Teresa should check with Dick Jenkins for his availability for a security brief at CONNECT sessions. Dr. Rabe is also willing to speak. A one page safety brochure is being giving in registration packet
- Marv is now Teresa's direct supervisor

Dale:

- Rapping up the grant information
- The staff is busy with summer funding and preparing annual reports in addition to packaging and awarding for Fall semester

Y-T:

- NPWP began this week-enrollment is good
- Summer Theatre is on going
- INBRE project appointed Chris Beach as the new director
- Faculty searches continue in Music, Science, Art and Foreign Language
- Bill Archambeault is doing a great job as CJ chair

Neil:

- New Nursing chair-Kelly Buettner-Schmidt as of July 1
- Shirley Cole-Harding and V. Michels wrote a grant and are excited to hear if it will be funded
- NW School leaders will be meeting at MSU 9/5/07. Anyone wishing to share information with them should contact Neil's office

Bryce:

- Received award notification for the CORE grant-\$490,000 for five years
- Received a new grant from Centers of Disease Control
- In the next two weeks 6 different proposals will be going out
- Pat Moran has left MSU so there will be a search for his replacement

JoAnn

- A search has begun for an Economics faculty due to Bin Wangs resignation
- Tom Seymour will be the new BIT chair

Adjourned